

Substitute Form SS-8

**QUESTIONS TO BE COMPLETED WITH PRE-CONTRACT QUESTIONNAIRE**

1. Describe the work to be done by the contractor.
2. Does the contractor receive any training from the department/agency? ☐ YES ☐ NO  
If yes, what kind of training.
3. Who determines the methods by which assignments are performed?
4. Describe the contractors' daily routine. (e.g., schedule, hours, etc.)
5. What types of reports are required from the contractor? (e.g., progress/status reports, time sheets, etc.)
6. How often does the contractor report to the State Agency?
7. Will the contractor perform the service personally? ☐ YES ☐ NO
8. List the supplies, equipment, materials, and property provided by each party:
  - a. The State Department/Agency?
  - b. The Contractor?

9. What expenses are incurred by the contractor in the performance of service for the State Department/Agency?

a. Is the contractor reimbursed for any of these expenses? ☐ Yes ☐ No

10. Type of Pay the contractor receives:

☐ Salary ☐ Commission ☐ Hourly Wage  
☐ Piece Work ☐ Lump Sum ☐ Other (specify)

11. Can the contractor incur a loss in the performance of the service for the State Department/Agency? ☐ Yes ☐ No

12. Does the contractor have a financial investment in a business related to the service performed? ☐ Yes ☐ No

13. Can the relationship be terminated by either party without incurring liability or penalty? ☐ Yes ☐ No  
If "No", please explain

14. Does the contractor perform similar service for others? ☐ Yes ☐ No  
a. If "Yes", is the contractor required to get approval from the State Department/Agency? ☐ Yes ☐ No

15. What type of advertising, if any, does the contractor do (e.g., a business listing in a directory, business cards, etc.)?

**Signature** (by person filling out this form)

Under penalties of perjury, I declare that I have examined this request, including accompanying documents, and to the best of my knowledge and belief, the facts presented are true, correct, and complete.

Signature

Title

Date